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9 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. Automated Communications Terminal

On 1 July, [] met again with the group responsible for drafting the new cable form for ACT-1. They reviewed minor changes made in the form since the previous meeting. This was the 18th draft of the form. While there, [] was shown the area in which the ACT equipment is to be located and was given a detailed briefing on the layout and the equipment to be used.

2. Training Course for Technical Officers (Contract Overrun)

By 30 June, proposals had been received from the three firms bidding on this job. Copies have been distributed to each member of the Evaluation Panel for their study. The panel is to meet on 13 July to discuss the proposals and to arrive at consensus on a recommendation for awarding the contract.

3. Field Finance and Logistics

On 29 June, a recent returnee from the [] was interviewed. The interviewee had served as Admin Assistant at the Station and had attended the FF&L course last summer just prior to her overseas assignment. The only comment of significance concerned the annual "Real Property Summary" sent to each station by the Real Estate and Construction Division, OL. The interviewee stated that the instruction sheets accompanying the Summary were difficult to understand. This comment was forwarded to Real Estate Branch.

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B. MANAGEMENT TRAINING

1. MEDC

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a. Mr. Carl Duckett, who was unable to speak to the current Midcareer Class [] has been scheduled for an informal discussion with the group on the morning of Friday, 23 July, the final day of the course.

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[]

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c. [] of OSP/DDS&T, who was scheduled to speak in Phase III of MEDC #29 on "Systems Development Cycle", was sent on TDY and will be unable to keep his appointment with the group.

d. Brigadier General Alexander Haig, Deputy Assistant to the President for National Security Affairs, who was scheduled to address the Midcareerists on Tuesday, 13 July, sent his regrets and informed the MEDC Staff that his assistant, Mrs. Jean Davis, will speak in his place.

2. DELPHI

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a. Questionnaires for the first "Round" of the OTR DELPHI are in the final stages of preparation. We are now estimating that we can get these questionnaires into the mail by 19 July.

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c. At the request of [], Psychological Services Staff, Mr. [] will brief that Staff on DELPHI on Friday, 9 July 1971.

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C. GENERAL

1. A special showing of the new color film on the Printing Services Division was given in the Chamber of Commerce Building to personnel of the Support School on 7 July 1971.

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2. Mrs. [] instructor on the Clerical Training Faculty, will be resigning from the Agency on 23 July 1971. Mr. [] is retiring and the [] are moving to New Hampshire to live. We plan to replace Mrs. [] from within and have already interviewed several qualified and interested employees.

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Chief, Support School, TR

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